

MADERA COUNTY
SHERIFF'S OFFICE SUPERVISOR

DEFINITION

Under general direction, to supervise, assign, coordinate, review, and participate in the work of staff responsible for providing a variety of specialized secretarial and clerical work in support of the Sheriff's Department; to perform a variety of difficult and complex work in the maintenance of records; to perform special assignments as requested; to prepare studies and reports; and to do related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Supervises, assigns, coordinates, reviews, and participates in the work of staff responsible for providing a variety of specialized secretarial and clerical work and records maintenance functions in support of the Sheriff's Department; provides supervision and training to assigned staff; assigns and evaluates staff work; ensures adherence to appropriate policies, procedures, laws, rules, and regulations for the maintenance and release of records; provides assistance with the most difficult and complex secretarial and clerical support duties and records maintenance problems; oversees and participates in the preparation, completion, and maintenance of a variety of records and reports; prepares reports and necessary correspondence; maintains specialized information and records required by Department functions; assists with budget development, preparation, and expenditure control; coordinates work assignments with other County departments, divisions, or functions; performs a variety of difficult and complex records and warrant maintenance and updating work assignments; processes court orders requiring the sealing of records; attends meetings and conferences as assigned to stay abreast of trends, innovations, and changes in laws regarding warrants and records functions; operates modern office equipment including computer equipment to input data and retrieve information.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of police and warrant record keeping.
Pertinent Federal, State, and local laws, codes, and regulations related to the maintenance and release of police and warrant records and information.
Operations, functions, services, and activities of a law enforcement record keeping and office support program.
Principles of budget development, preparation, and expenditure control.
Principles of supervision, training, and performance evaluation.
Policies, procedures, functions, and regulations of the Sheriff's Department records functions.
Modern office practices, methods, and computer equipment.

Madera County
Sheriff's Office Supervisor (Continued)

Knowledge of:

Mathematical principles.
English usage, spelling, grammar, and punctuation.

Skill to:

Operate modern office equipment including computer equipment.
Type at a rate of 45 words per minutes from clear, legible copy.

Ability to:

Supervise, assign, coordinate, and review the work of Sheriff's Department records units.
Assist with the development and preparation of the assigned budget and control of expenditures.
Supervise, train, and evaluate assigned staff.
Interpret, apply, and explain the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
Prepare recommendations for resolving difficult records and warrant information maintenance and release problems.
Maintain records and prepare reports.
Perform a variety of complex office assistance and records maintenance functions.
Update and maintain Sheriff and warrant records.
Prepare clear, concise correspondence and reports.
Deal tactfully and courteously with the public and other County staff when providing information about Sheriff Department records, functions, and policies.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Three years of increasingly responsible police records maintenance experience including some supervisory experience.

Training:

Equivalent to the completion of the twelfth grade. Specialized training in complex records maintenance or a related field is desirable.

Madera County
Sheriff's Office Supervisor (Continued)

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Effective Date: May, 1995